

Policy & Procedure Memorandum
2006
No. LANIGP-008

June 8,

Title: Member of the Year Award

Purpose: The purpose of this award is to recognize the individual candidate who has made significant contributions to the Lagniappe Chapter as demonstrated by the criteria outlined below and identified on the nomination application. This award recognizes those facets of a member's character and commitment that contributes to making them a valuable asset to the Chapter. The award is presented to the winner at the 4th quarterly meeting of the year. The award will be given based on the current calendar year accomplishments.

The recipient is chosen by a five (5) member ad-hoc committee appointed by the Chapter President. This committee will be activated no later than September. The Membership Secretary will chair the committee and vote. Other current members of the board of directors should not serve on this committee.

Application: Active chapter members as defined in the chapter constitution and by-laws are eligible. Members of the Board of Directors are not eligible.

Policy: It is the policy of the Lagniappe Chapter that the member of the year will be selected from nominations submitted by the membership. If no person is nominated by the membership, a special nomination may be made by the Board of Directors. The Member of the Year will be awarded a plaque, trophy or certificate of recognition at the 4th quarterly meeting of the year and expense-paid attendance at the NIGP National Forum for the following year.

Criteria: The Chapter President will call for nominations from the membership at least three (3) months prior to the 4th quarterly meeting of the year.

Nominations will be made by submission of the "Member of the Year Award Application." Only the activities **for the year being considered** will qualify for Member of the Year. **Previous activities of the member do not qualify.**

The selection of the recipient will require unanimous vote of the entire ad-hoc committee. The nominee will be ratified by the Board of Directors at the November board meeting, unless there are extenuating circumstances. (The plaque, trophy, or certificate should be ordered at this time). The vote is held confidential, as is the name of the recipient until actual presentation of the award.

Criteria considered for selection includes but is not limited to the following:

I. Contribution to LANIGP

Service to LANIGP through involvement in chapter activities for the following recognized committees:

Membership

Annual Educational Conference and Products Expo
Education and Certification

Program

Golf Tournament
Budget & Finance

- Committee Chair for any committee listed above **5 Points**
- Committee Chair for any sub-committee of any of the Educational Conference or Golf Tournament **4 Points**
- Committee Chair for any Ad Hoc committee appointed by the Chapter President **4 Points**
- Committee member for any Ad Hoc committee appointed by the Chapter President **2 Points for each committee**
- Committee member for any committee listed above **2 Points for Each Committee**
- Coordinator for a professional meeting, special event or training **1 Point Each**
- Publish articles in Chapter Newsletter **1 Point Each**
- Develop and conduct survey, study or report for the Chapter **2 Points**

II. Contributions to Professional Development

Serve as speaker at the Chapter Conference or Meeting **2 Points**

Write course material for training seminar or conference workshop **3 Points**

Serve as instructor for purchasing related training seminars/workshops **3 Points Each**

Instructor for LANIGP sponsored full day class (includes CPPB/CPPO Reviews) **5 Points**

Author of original policy and procedure manual **4 points**

III. Contribution to the Public Purchasing Profession

Possession of CPPB or CPPO certification **3 Points Each**

Possession of other professional certifications **2 Point Each**

Serve on National Committee **2 Points Each**

Member of National **1 Point**

Serve on a State appointed Committee **2 Points Each**

Distinguished Service

Contributions to employer as demonstrated by participating in special programs, contributions to purchasing laws, active leadership in community organizations, any service to the Chapter or National that warrants recognition from the membership, or other activities that promote the good name of the purchasing profession. **5 points**

(Person submitting nomination should provide a written synopsis for this portion of the application.)

MEMBER OF THE YEAR AWARD APPLICATION

Nominee: _____ **Certification:** _____

Job Title: _____ **Agency:** _____

Agency Address: _____

Nomination Submitted by: _____ **Telephone Number: (____) _____**

Criteria	Points Each	Description	Score
<u>Contribution to LANIGP</u>			
Major Committee Chair	5	_____	_____
Ad Hoc or Sub-Committee Chair	4	_____	_____
Committee Member	2	_____	_____
Coordinator	1	_____	_____
Publish Article	1	_____	_____
Develop/Conduct Survey	2	_____	_____

Contributions to Professional Development

Speaker	2	_____	_____
Write Course Material	3	_____	_____
Purchasing Instructor	3	_____	_____
NIGP Course Instructor	5	_____	_____
Author Original Manual	4	_____	_____

Contribution to Public Purchasing Profession

Possess CPPB/CPPO	3	_____	_____
Possess Other Cert.	2	_____	_____
National Committee	2	_____	_____
National Member	1	_____	_____
State Appointed Committee	2	_____	_____

Distinguished Service

Promote Public Purchasing	5	_____	_____
		_____	_____
		_____	_____
		_____	_____

TOTAL POINTS _____